

**U.S. Department of Education
Office of Postsecondary Education**

**Child Care Access Means Parents In School
(CCAMPIS)**

**Discretionary Grants for Institutions of Higher Education
(CFDA No. 84.335A)**

A Guide for the Preparation of Applications

**Form Approved:
OMB No. 1840-0737 Exp. Date: 3/31/2002**

OPEN IMMEDIATELY----DATED MATERIAL
Closing Date: April 24, 2001

February 2001

Dear Applicant:

Thank you for your interest in the ***Child Care Access Means Parents In School (CCAMPIS) Program***. Included in this application package are the instructions and forms needed to submit a complete application package to the U.S. Department of Education.

Applications for this grant must be postmarked, hand-delivered or electronically sent by April 24, 2001. All applications submitted by that date will be reviewed and ranked by panels of experts based on the selection criteria contained in this application package.

The Department anticipates that grant awards will be announced by the end of June. CCAMPIS staff is available to provide technical assistance if you have any questions after reviewing the application package. If you have any questions, please contact Karen W. Johnson, Director, Child Care Access Means Parents In School Program, U.S. Department of Education, OPE, Suite 7018, 1990 K Street, NW, Washington, DC 20006, by telephone at (202) 502-7525, or by fax at (202) 502-7864.

We look forward to receiving your application and appreciate your efforts to expand opportunities for low-income parents to attend institutions of higher education by providing quality, affordable, campus-based childcare services.

Best regards,

Maureen A. McLaughlin
Deputy Assistant Secretary
For Policy, Planning and Innovation
Office of Postsecondary Education

CHILD CARE ACCESS MEANS PARENTS IN SCHOOL PROGRAM
Intent to Submit An Application

**Please return this form by fax or mail on or before
March 23, 2001**

Please indicate your institution's intent to apply for a grant awarded under the Child Care Access Means Parents In School Program by completing the following form:

Name of Institution: _____

Contact Person: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax Number: _____

E-mail: _____

Mailing Address:

Childcare Access Means Parents In School Program
U.S. Department of Education
Office of Postsecondary Education
1990 K Street, NW
7th Floor
Washington, DC 20006
Fax: (202) 502-7864

The Department will use this information for planning purposes only. This information will help anticipate the number of applications to plan for the peer review process.

Child Care Access Means Parents In School Program

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PART A

Notice Inviting Applications for New Awards

4000-01-U

DEPARTMENT OF EDUCATION

(CFDA No. 84.335)

Child Care Access Means Parents In School Program

Notice inviting applications for new awards for fiscal year (FY) 2001.

PURPOSE OF PROGRAM: The Child Care Access Means Parents In School (CCAMPIS) Program supports the participation of low-income parents in postsecondary education through the provision of campus-based childcare services.

ELIGIBLE APPLICANTS: Institutions of higher education that have a total amount of all Federal Pell Grant funds awarded to students enrolled at the institution of higher education for the preceding fiscal year that equals or exceeds \$350,000.

DEADLINE FOR TRANSMITTAL OF APPLICATIONS: April 24, 2001.

DEADLINE FOR INTERGOVERNMENTAL REVIEW: June 25, 2001

APPLICATIONS AVAILABLE: February 23, 2001.

AVAILABLE FUNDS: \$20,000,000

ESTIMATED RANGE OF AWARDS: \$10,000 - \$300,000. An institution will be eligible for a maximum grant award equal to one (1) percent of its Federal Pell Grant disbursement with no grant being less than \$10,000.

ESTIMATED AVERAGE SIZE OF AWARDS: \$100,000

ESTIMATED NUMBER OF AWARDS: 150-200

PROJECT PERIOD: 48 months.

NOTE: The Department is not bound by any estimates in this notice.

APPLICABLE REGULATIONS: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 82, 85, 86, 97, 98 and 99.

In preparing applications, applicants should pay particular attention to the requirements in Section 427 of the General Education Provisions Act (GEPA), as detailed later in this notice. Applicants must address the requirements in section 427 in order to receive funding under this competition. Section 427 requires each applicant to describe the steps it proposes to take for addressing one or more barriers (i.e., gender, race, national origin, color, disability, or age) that can impede equitable access to, or participation in, the program. A restatement of compliance with civil rights requirements is not sufficient to meet the requirements in Section 427 of GEPA. Because there are no program-specific regulations for the Child Care Access Means Parents In School Program, applicants are encouraged to read the authorizing statute in Section 419N of the Higher Education Act of 1965, as amended (HEA).

PRIORITY:

COMPETITIVE PRIORITY: Under 34 CFR 75.105 (c) (2) (i) and 20 U.S.C. 1070e (d) the Secretary gives preference to applications that meet the following competitive priority. The Secretary awards up to 10 points to an application that meets this competitive priority. These points are in addition to any points the application earns under the selection criteria:

Projects that leverage significant local or institutional resources, including in-kind contributions to support the activities, and use a sliding fee scale for childcare services provided by a facility assisted under this grant in order to support a high number of low-income parents pursuing postsecondary education at the institution.

SELECTION CRITERIA: In evaluating an application for a new grant under this competition, the Secretary uses selection criteria under 34 CFR 75.209 and 75.210 of EDGAR. The Secretary informs applicants in the application package of the selection criteria and factors, if any, to be used for this competition and of the maximum weight assigned to each criterion.

PAGE LIMIT:

The application narrative (Part C of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We suggest you

limit Part C to the equivalent of no more than 50 pages using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch).

The page limit does not apply to the cover sheet, the budget section, including the narrative budget justification, the assurances and certifications; or the three-page abstract, the resumes, or the letters of support. However, you must include all of the application narrative in Part C.

APPLICATION PROCEDURES:

Note: Some of the procedures in these instructions for transmitting applications differ from those in the Education Department General Administrative Regulations (EDGAR) (34 CFR 75.102). Under the Administrative Procedure Act (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed regulations. However, these amendments make procedural changes only and do not establish new substantive policy. Therefore, under 5 U.S.C. 553(b)(A), the

Secretary has determined that proposed rulemaking is not required.

PILOT PROJECT FOR ELECTRONIC SUBMISSION OF APPLICATIONS

The U.S. Department of Education is expanding its pilot project of electronic submission of applications to include certain formula grant programs, as well as additional discretionary grant competitions. The Child Care Access Means Parents In School (CCAMPIS) Program, CFDA No, 84.335, is one of the programs included in the pilot project. If you are an applicant under the CCAMPIS Program, you may submit your application to us in either electronic or paper format.

The pilot project involves the use of the Electronic Grant Application System (e-APPLICATION, formerly e-GAPS) portion of the Grant Administration and Payment System (GAPS). We request your participation in this pilot project. We shall continue to evaluate its success and solicit suggestions for improvement.

If you participate in this e-APPLICATION pilot, please note the following:

- Your participation is voluntary.
- You will not receive any additional point value or penalty because you submit a grant application in electronic or paper format.
- You can submit all documents electronically, including the Application for Federal Assistance (ED 424), Budget

Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

1) Fax a signed copy of the Application for Federal Assistance (ED 424) after following these steps:

2) Print the ED 424 from the e-APPLICATION system.

Make sure that the institution's authorizing representative signs this form.

3) Before faxing this form, submit your electronic application via the e-APPLICATION system. You will receive an automatic acknowledgement, which will include a PR/Award number (an identifying number unique to your application).

4) Place the PR/Award number in the upper right hand corner of ED 424.

5) Fax the ED 424 to the Application Control Center within three working days of submitting your electronic application. We will indicate a fax number in e-APPLICATION at the time of your submission.

We may request that you give us original signatures on all other forms at a later date.

You may access the electronic grant application for the CCAMPIS Program at:

<http://e-grants.ed.gov>

We have included additional information about the e-APPLICATION pilot project (see Parity Guidelines between Paper and Electronic Applications) in the application package.

FOR APPLICATIONS CONTACT: Education Publications Center (EDPUBS), P.O. Box 1398, Jessup, Maryland 20794-1398. Telephone (toll free) 1-877-433-7827. Fax: (301) 470-1244. If you use a telecommunications device for the deaf (TDD) you may call toll free 1-877-576-7734. You may also contact EDPUBS at its web site:

<http://www.ed.gov/pubs/edpubs.html>

Or you may contact EDPUBS at its e-mail address:

edpubs@inet.ed.gov

If you request an application from EDPUBS, be sure to identify this competition as follows: CFDA number 84.335.

In accordance with the order, this document is intended to provide early notification of the Department's specific plans and actions for this program.

FOR APPLICATION OR INFORMATION CONTACT: Karen W. Johnson, U.S. Department of Education, 1990 K Street, NW, Suite 7011, Washington, DC 20006. Telephone: (202) 502-7525. Fax: CCAMPIS Program (202) 502-7864. Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the contact person listed in the preceding paragraph. Individuals with disabilities may obtain a copy of the application package in an alternative format, also, by contacting that person. However, the Department is not able to reproduce in an alternative format the standard forms included in the application package.

ELECTRONIC ACCESS TO THIS DOCUMENT:

You may view this document, as well as all other Department of Education documents published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at either of the following sites:

<http://www.ed.gov/legislation/FedRegister/>

<http://www.ed.gov/news.html>

To use PDF, you must have Adobe Acrobat Reader, which is available free at either of the previous sites. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, 1-888-293-6498; or in the Washington, DC area at (202) 512-1530

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the

Code of Federal Regulations is available on GPO Access at:
<http://www.access.gpo.gov/nara/index.html>.

PROGRAM AUTHORITY: 20 U.S.C. 1070e.

Dated: January 16, 2001.

Lee A. Fritschler
Assistant Secretary for
Postsecondary Education.

PART B

Introduction

U.S. DEPARTMENT OF EDUCATION
APPLICATION FOR NEW AWARDS FOR FISCAL YEAR 2001

Child Care Access Means Parents In School Program

(CFDA No. 84.335)

INTRODUCTION

AUTHORIZATION

Section 419N of the Higher Education Act of 1965, as amended. (To be codified at 20 USC 1070e.)

PURPOSE

To support the participation of low-income parents in postsecondary education through the provision of campus-based childcare services.

ELIGIBLE APPLICANTS

Institutions of higher education are eligible to receive a grant under this program for a fiscal year if the total amount of all Federal Pell Grant funds awarded to students enrolled at the institution for the preceding fiscal year equals or exceeds \$350,000.

KEY DATES

Closing date: April 24, 2001

Anticipated award date: June 14, 2001

Note: The U.S. Department of Education is not bound by anticipated dates of award.

CONTACT PERSON

Karen W. Johnson, Director

Phone: (202) 502-7525 fax: (202) 502-7864;

ACTIVITIES FUNDED UNDER THIS PROGRAM

Grant funds shall be used by an institution of higher education to support or establish a campus-based childcare program primarily serving the needs of low-income parents enrolled at the institution of higher education.

Note: In the above paragraph, the phrase “childcare program primarily serving the needs of low-income parents” is the program to be funded by the grant, not the entire childcare center.

Grant funds may be used to provide before and after school services to the extent necessary to enable low-income parents enrolled at the institution of higher education to pursue postsecondary education.

The Secretary will not award grants that supplant funds for current childcare services. CCAMPIS grants are to be used only to supplement childcare services or start a new program.

EXPECTED FUNDING LEVELS

Amounts are anticipated only, the U.S. Department of Education is not bound by the estimates given below.

- Total amount available for fiscal year 2001: \$20,000,000.
- Funding range: \$ 10,000 - \$300,000. An institution will be eligible for a maximum grant award equal to 1 percent of its Federal Pell Grant disbursement, with no grant being less than \$10,000.
- Estimated number of awards: 150 - 200
- Anticipated average award: \$100,000

The following information was published in the **Federal Register** in which the U.S. Department of Education published its Application Notices for New Programs in Fiscal Year 2001.

DEADLINE FOR TRANSMITTAL OF APPLICATIONS: April 24, 2001

ESTIMATED RANGE OF AWARDS: \$10,000 – \$300,000.

ESTIMATED AVERAGE SIZE OF AWARDS: \$100,000.

ESTIMATED NUMBER OF AWARDS: 150-200

PROJECT PERIOD: 48 months. [June 15, 2001 to June 14, 2005]

APPLICABLE REGULATIONS

The Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 75, 77, 79, 82, 85, 86, 97, 98 and 99.

THIS PACKAGE CONTAINS THE FOLLOWING:

- Application for Federal Assistance (Standard Form 424).
- Budget Information -- Non-Construction Programs (ED Form 524).
The applicant completes ED Form 524, printed in the application package, showing costs for each year for which funding is requested. The applicant completes section C of ED Form 524 by attaching additional pages to provide a detailed breakout of all proposed costs for each 12 month period for which funding is requested. Under 34 CFR 75.562, the Secretary accepts an indirect cost rate not to exceed eight (8) percent of the total direct cost of the project for the federal share.
- Selection Criteria (Application Narrative).
- Instructions and Forms for Preparing An Application
- Assurances –CCAMPIS Program Assurances; Non-Construction Programs(Standard Form 424B). Certification Regarding Lobbying;

Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Disclosure of Lobbying Activities.

- Application Transmittal Instructions

FURTHER INFORMATION

For specific information concerning the program, contact Karen W. Johnson, Director. Mailing Address: Office of Postsecondary Education, U.S. Department of Education, Suite 7018, 1990 K Street, NW, Washington, DC 20006.

Telephone: (202) 502-7525. Fax: (202) 502-7864. Note: The official application notice for a discretionary grant competition is the notice published in the Federal Register.

PROGRAM AUTHORITY: 20 U.S.C. 1070e.

PART C

Selection Criteria (APPLICATION NARRATIVE)

SELECTION CRITERIA

The Secretary uses the following selection criteria to evaluate applications for new grants under the Child Care Access Means Parents In School Program.

The maximum score for all these criteria is 100 points. The maximum score for each criterion is indicated in parentheses.

All information required by the statute should be included. Supporting materials may be appended. Institutions must demonstrate that they meet the eligibility requirement set forth in the statute, which requires the minimum total amount of Federal Pell Grant funds awarded to students at that institution of higher education equal or exceed \$350,000 for the preceding fiscal year (20 USC 1070e(b)(4)). An institution will be eligible for a maximum grant award equal to 1 percent of their Federal Pell Grant disbursement with no grant being less than \$10,000.

SELECTION CRITERIA BASED ON STATUTORY PROVISIONS

a. Extent of Need for the Project. (Maximum 15 points)

The application must demonstrate the need for campus-based childcare services for low-income students at the institution by including the following:

1. Information regarding student demographics;
2. An assessment of childcare capacity on or near campus;
3. Information regarding the existence of waiting lists for existing childcare;
4. Information regarding additional needs created by concentrations of poverty or by geographic isolation; and
5. Other relevant data.

b. Plan of Operation. (Maximum 16 points)

1. The application must describe the activities to be assisted, including whether the grant funds will support an existing childcare program or a new childcare program.

In the case of an institution seeking assistance for a new childcare program the application must:

- i. Provide a timeline, covering the period from receipt of the grant through the provision of the childcare services, delineating the

specific steps the institution will take to achieve the goal of providing low-income students with childcare services;

- ii. Specify any measures the institution will take to assist low-income students with childcare during the period before the institution provides childcare services; and
 - iii. Include a plan for identifying resources needed for the childcare services, including space in which to provide childcare services and technical assistance if necessary.
2. The application must describe the extent to which the childcare program will coordinate with the institution's early childhood education curriculum, to the extent the curriculum is available, to meet the needs of the students in the early childhood education program at the institution, and the needs of the parents and children participating in the childcare program assisted under this section.
 3. The application must include a plan for any childcare facility assisted under this section to become accredited within three years of the date the institution first receives assistance under this section.

c. Reporting. (Maximum 8 points)

The application must include a plan for collecting the required data for the 18 month and 36 month reports. The report must include:

1. Data on the population served;
2. Information on campus and community resources and funding used to help low-income students access childcare services;
3. Information on progress made toward accreditation of any childcare facility; and
4. Information on the impact of the grant on the quality, availability and affordability of campus-based childcare services.

d. Resources. (Maximum 12 points)

1. The application must identify the resources, including technical expertise and financial support, the institution will draw upon to support the childcare program and the participation of low-income students in the program, such as accessing social services funding, using student activity fees to help pay the costs of childcare, using resources obtained by meeting the needs of parents who are not low-income students, and accessing foundation, corporate or other institutional support, and demonstrate that the use of the resources will not result in increases in student tuition;

2. The extent to which the budget is adequate to support the proposed project; and
3. The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.

GENERAL SELECTION CRITERIA

a. Quality of Project Services. (Maximum 16 points)

The Secretary considers the quality of the services to be provided by the proposed project. In determining the quality of the services to be provided by the proposed project, the Secretary considers the following factors:

1. The quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age or disability.
2. The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services.
3. The likely impact of the services to be provided by the proposed project on the intended recipients of those services.
4. The extent to which the services to be provided by the proposed project are focused on those with the greatest needs.

b. Quality of the Project Design. (Maximum 9 points)

The Secretary considers the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the Secretary considers the following factors:

1. The extent to which the proposed project will be coordinated with similar or related efforts and with other appropriate community, State, and Federal resources.

Note: Examples of federal resources include Head Start, Even Start, Early Head Start, Part C of the Individuals with Disabilities Education Act, and the Childcare and Development Block Grant.

2. The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the targeted population.
3. The extent to which the proposed project encourages parental involvement.

c. Significance. (Maximum 8 points)

The Secretary considers the significance of the proposed project. In determining the significance of the proposed project, the Secretary considers the following factors:

1. The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population.
2. The importance or magnitude of results or outcomes likely to be attained by the proposed project.

d. Quality of Management Plan. (Maximum 8 points)

The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:

1. The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
2. How the applicant will ensure that a diversity of perspectives are brought to bear in the operation of the proposed project, including those of parents, teachers, the business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others as appropriate.

e. Quality of Project Personnel. (Maximum 8 points)

The Secretary considers the quality of the personnel who will carry out the proposed project. In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have been traditionally underrepresented based on race, color, national origin, gender, age, or disability. In addition, the Secretary considers the following factors:

1. The qualifications, including relevant training and experience, of the project director or principal investigator.
2. The qualifications, including relevant training and experience of the key project personnel.

Competitive Priority (Maximum 10 points)

In accordance with Section 419N (d) of the Higher Education Act of 1965 as amended and 75.105 of EDGAR, an application will be awarded priority based on the following:

1. Projects that leverage significant local or institutional resources, including in-kind contributions to support the activities; and
2. Projects that use a sliding fee scale for childcare services provided by a facility assisted under this grant in order to support a high number of low-income parents pursuing postsecondary education at the institution.

PART D

Instructions and Forms for Preparing an Application

Child Care Access Means Parents In School Program

Specific Instruction

Each application should contain:

- The Application for Federal Education Assistance (ED FORM 424);
- A three-page, single-spaced abstract of the proposed project;
- An application narrative and any applicable attachments;
- A Budget Summary (ED FORM 524) and supporting justification;
- Childcare Access Means Parents In School Program Assurances;
- Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (ED 80-0013);
- Assurances – Non-Construction Programs (Standard Form 424B);

More specifically, each application should:

1. Demonstrate that the institution of higher education is eligible to receive a grant for fiscal year (FY) 2001 because the total amount of all Federal Pell Grant funds awarded to students enrolled at the institution of higher education for the preceding fiscal year (FY 2000) equals or exceeds \$350,000. Proof should be in the form of a letter from the U.S. Department of Education's Pell Grant Office or from the institution (on institutional letterhead) verifying the total amount of Federal Pell Grant disbursements for FY 2000.
2. Specify the amount of funds requested for this multi-year project. An institution will be eligible for a maximum grant award equal to 1 percent of its Federal Pell Grant disbursement with no grant being less than \$10,000. In addition to completing the budget form (ED Form 524) the applicant should provide a detailed narrative (a breakdown by categories) for each year requested, supporting their request. The maximum duration of a CCAMPIS grant is 4 years (48 months).
3. Describe the proposed Child Care Access Means Parents In School Program in light of each of the selection criterion in the same order in which these criteria are listed in the application package. Provide as attachments to the application package, resumes or position descriptions for all relevant faculty and staff personnel who will work on this project. You may also include as attachments other pertinent information that might assist the reviewers to evaluate the application. As you address the selection criteria that will be used to evaluate the application, be sure to review the authorizing legislation found in this package.

Note: Regarding the criterion of resources (d.1), the Department is interpreting this to not only include the identification of resources but also

the potential for incorporating the project's purposes, activities, and benefits into the ongoing program at the end of federal funding.

4. In accordance with Section 419N (d) of the Higher Education Act of 1965 as amended and 75.105 of EDGAR, an application will be awarded priority based on the following:
 - Projects that leverage significant local or institutional resources, including in-kind contributions, to support the activities assisted under this program; and
 - Projects that use a sliding fee scale for childcare services provided under this program in order to support a high number of low-income parents pursuing postsecondary education at the institution.
5. Funds provided under this program cannot be used for construction, except for minor renovations or repairs to meet applicable State or local health or safety requirements.

PAGE LIMIT:

The application narrative (Part C of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We suggest you limit Part C to the equivalent of no more than 50 pages using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch).

The page limit does not apply to the cover sheet, the budget section, including the narrative budget justification, the assurances and certifications, the three-page abstract, the resumes, or the letters of support. However, you must include all of the application narrative in Part C.

THE GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

The Government Performance and Results Act of 1993 (GPRA) is a federal statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency states what it intends to accomplish, identifies the resources required, and periodically prepares a progress report to the Congress.

GPRA will contribute to improvements in accountability for the expenditure of public funds, improve congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

As required by GPRA, the Department of Education has prepared a strategic plan for 1998-2002. This plan reflects the Department's priorities and integrates them with its mission and program authorities.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0737. The time that is required to complete this information collection is estimated to average 60 hours per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Karen W. Johnson, Director, Child Care Access Means Parents In School Program, U.S. Department of Education, Office of Postsecondary Education, 1990 K Street, NW, Suite 7018, Washington, DC 20006.

**Information collection approved under OMB control number 1840-0737.
Expiration date: 3/31/2002**

REQUIRED FORMS

The following required forms for this application are included in this package and may also be found online at the Office of the Chief Financial Officer, U.S. Department of Education (<http://www.ed.gov/offices/OCFO/grants/appforms.html>). Instructions for these forms can also be found at this web-site.

- Application for Federal Education Assistance, ED 424 (form and instructions)
- Budget Information, Non-Construction Programs, ED 524 (form and instructions)
- Assurances, Non-Construction Programs, SF 424B form
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, ED 80-0013 form

NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for federal funds address equity concerns that may affect the ability of certain

potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement for GEPA Requirements

The time required to complete this information collection is estimated to vary from 1 to 3 hours per response, with an average of 1.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, DC 20202-4651.

PART E

How to Submit an Application

Parity Guidelines Between Paper and Electronic Applications:

The Department of Education is expanding the pilot project, which began in FY 2000, that allows applicants to use an Internet-based electronic system for submitting applications. This competition is among those that have an electronic submission option available to all applicants. The system, called e-APPLICATION, formerly e-GAPS (Electronic Grant Application Package System), allows an applicant to submit a grant application to us electronically, using a current version of the applicant's Internet browser. To see e-APPLICATION visit the following address:

<http://e-grants.ed.gov>

In an effort to ensure parity and a similar look between applications transmitted electronically and applications submitted in conventional paper form, e-APPLICATION has an impact on all applicants under this competition.

Users of e-APPLICATION, a data driven system, will be entering data on-line while completing their applications. This will be more interactive than just e-mailing a soft copy of a grant application to us. If you participate in this voluntary pilot project by submitting an application electronically, the data you enter on-line will go into a database and ultimately will be accessible in electronic form to our reviewers.

This pilot project is another step in the Department's transition to an electronic grant award process. In addition to e-APPLICATION, the Department is conducting a limited pilot of electronic peer review (e-READER) and electronic annual performance reporting (e-REPORTS).

To help ensure parity and a similar look between electronic and paper copies of grant applications, we are asking each applicant that submits a paper application to adhere to the following guidelines:

- Submit your application on 8 ½" by 11" paper.
- Leave a 1-inch margin on all sides.
- Use consistent font throughout your document. You may also use boldface type, underlining, and italics. However, please do not use colored text.
- Please use black and white, also, for illustrations, including charts, tables, graphs and pictures.
- For the narrative component, your application should consist of the number and text of each selection criterion followed by the narrative. The text of the selection criterion, if included, does not count against any page limitation.
- Place a page number at the bottom right of each page beginning with 1; and number your pages consecutively throughout your document.

INSTRUCTIONS FOR TRANSMITTAL OF APPLICATIONS:

Note: Some of the procedures in these instructions for transmitting applications differ from those in the Education Department General Administrative Regulations (EDGAR) (34 CFR 75.102). Under the Administrative Procedure Act (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed regulations. However, these amendments make procedural changes only and do not establish new substantive policy. Therefore, under 5 U.S.C. 553(b)(A), the Secretary has determined that proposed rulemaking is not required.

Pilot Project for Electronic Submission of Applications

The U.S. Department of Education is expanding its pilot project of electronic submission of applications to include certain formula grant programs, as well as additional discretionary grant competitions. The Child Care Access Means Parents In School Program, CFDA No. 84.335 is one of the programs included in the pilot project. If you are an applicant under the Child Care Access Means Parents In School Program, you may submit your application to us in either electronic or paper format.

The pilot project involves the use of the Electronic Grant Application System (e-APPLICATION, formerly e-GAPS) portion of the Grant Administration and Payment System (GAPS). We request your participation in this pilot project. We shall continue to evaluate its success and solicit suggestions for improvement.

If you participate in this e-APPLICATION pilot, please note the following:

- Your participation is voluntary.

- You will not receive any additional point value or penalty because you submit a grant application in electronic or paper format.
- You can submit all documents electronically, including the Application for Federal Assistance (ED 424), Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.
- Fax a signed copy of the Application for Federal Assistance (ED 424) after following these steps:
 1. Print the ED 424 from the e-APPLICATION system.
 2. Make sure that the institution's Authorizing Representative signs this form.
 3. Before faxing this form, submit your electronic application via the e-APPLICATION system. You will receive an automatic acknowledgement, which will include a PR/Award number (an identifying number unique to your application).
 4. Place the PR/Award number in the upper right hand corner of ED 424.
 5. Fax the ED 424 to the Application Control Center within three working days of submitting your electronic application. We will indicate a fax number in e-APPLICATION at the time of your submission.
- We may request that you give us original signatures on all other forms at a later date.

You may access the electronic grant application for the Child Care Access Means Parents In School Program at:

<http://e-grants.ed.gov>

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

(A) If You Send Your Application by Mail:

You must mail the original and two copies of the application on or before the deadline date to:

U.S. Department of Education

Application Control Center

Attention: CFDA # 84.335

Washington, DC 20202-4725

You must show one of the following as proof of mailing:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary.

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

(B) If You Deliver Your Application by Hand:

You or your courier must hand deliver the original and two copies of the application by 4:30 p.m. (Washington, DC time) on or before the deadline date to:

U.S. Department of Education

Application Control Center

Attention: CFDA # 84.335

Room 3633

Regional Office Building 3

7th and D Streets, SW.

Washington, DC

The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, DC time), except Saturdays, Sundays, and Federal holidays. The Center accepts application deliveries through the D Street entrance only. A person delivering an application must show identification to enter the building.

(C) If You Submit Your Application Electronically:

You must submit your grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30 p.m. (Washington, DC time) on the deadline date.

The regular hours of operation of the e-Grants Web site are 6:00 a.m. until 12:00 midnight (Washington, DC time) Monday - Friday and 6:00 a.m. until 7:00 p.m. Saturdays. The system is unavailable on the second Saturday of every month, Sundays, and Federal holidays. Please note that on Wednesdays the Web site is closed for maintenance at 7:00 p.m. (Washington, DC time).

Notes:

(1) The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

(2) If you send your application by mail or deliver it by hand or by a courier service, the Application Control Center will mail a Grant Application

Receipt Acknowledgment to you. If you do not receive the notification of application receipt within 15 days from the date of mailing the application, you should call the U.S. Department of Education Application Control Center at (202) 708-9493.

(3) You must indicate on the envelope and--if not provided by the Department--in Item 3 of the Application for Federal Education Assistance (ED 424; revised November 12, 1999) the CFDA number--and suffix letter, if any -- of the competition under which you are submitting your application.

(4) If you submit your application through the Internet via the e-Grants Web site, you will receive an automatic acknowledgment when we receive your application.

GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT

If you fail to receive the notification of application receipt within fifteen (15) days of the closing date, call:

U.S. Department of Education
Application Control Center
(202) 708-9493

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically:

ED Internet Home Page: <http://www.ed.gov/>

DUNS NUMBER INSTRUCTIONS

D-U-N-S No.: Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number, at no charge, by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

<http://www.dnb.com/dibs/aboutdb/intlduns.html>

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets the computer system determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide.

PART F

Program Assurances and Supplementary Information

Program Assurances

Statute

Executive Order 12372

State Single Point of Contact

**CHILDCARE ACCESS MEANS PARENTS IN SCHOOL
PROGRAM ASSURANCES**

Childcare Access Means Parents In School (CCAMPIS) grant recipients must comply with the following provisions:

- Ensure that any childcare facility assisted under this section will meet the applicable State or local government licensing certification, approval, or registration requirements.
- Ensure that the institution will meet the childcare needs of low-income students through the provision of services, or through a contract for the provision of services.

Signature of Authorized Official

Date

Name of Applicant

Street Address

City, State, Zip Code

1998 Amendments to Higher Education Act of 1965

P.L. 105-244

SEC. 410. CHILDCARE ACCESS MEANS PARENTS IN SCHOOL.

Part A of title IV (20 U.S.C. 1070 et seq.) is amended by inserting after subpart 6 (20 U.S.C. 1070d-31 et seq.) the following:

Subpart 7--Childcare Access Means Parents In School

SEC. 419N. CHILDCARE ACCESS MEANS PARENTS IN SCHOOL.

(a) PURPOSE- The purpose of this section is to support the participation of low-income parents in postsecondary education through the provision of campus-based childcare services.

(b) PROGRAM AUTHORIZED-

(1) AUTHORITY- The Secretary may award grants to institutions of higher education to assist the institutions in providing campus-based childcare services to low-income students.

(2) AMOUNT OF GRANTS-

(A) IN GENERAL- The amount of a grant awarded to an institution of higher education under this section for a fiscal year shall not exceed 1 percent of the total amount of all Federal Pell Grant funds awarded to students enrolled at the institution of higher education for the preceding fiscal year.

(B) MINIMUM- A grant under this section shall be awarded in an amount that is not less than \$10,000.

(3) DURATION; RENEWAL; AND PAYMENTS-

(A) DURATION- The Secretary shall award a grant under this section for a period of 4 years.

(B) PAYMENTS- Subject to subsection (e)(2), the Secretary shall make annual grant payments under this section.

(4) ELIGIBLE INSTITUTIONS- An institution of higher education shall be eligible to receive a grant under this section for a fiscal year if the total amount of all Federal Pell Grant funds awarded to students enrolled at the institution of higher education for the preceding fiscal year equals or exceeds \$350,000.

(5) USE OF FUNDS- Grant funds under this section shall be used by an institution of higher education to support or establish a campus-based childcare program primarily serving the needs of low-income students enrolled at the institution of higher education. Grant funds under this section may be used to provide before and after school services to the extent necessary to enable low-income students enrolled at the institution of higher education to pursue postsecondary education.

(6) CONSTRUCTION- Nothing in this section shall be construed to prohibit an institution of higher education that receives grant funds under this section from serving the childcare needs of the community served by the institution.

(7) DEFINITION OF LOW-INCOME STUDENT- For the purpose of this section, the term 'low-income student' means a student who is eligible to receive a Federal Pell Grant for the fiscal year for which the determination is made.

(c) APPLICATIONS- An institution of higher education desiring a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information as the Secretary may require. Each application shall--

(1) demonstrate that the institution is an eligible institution described in subsection (b)(4);

(2) specify the amount of funds requested;

(3) demonstrate the need of low-income students at the institution for campus-based childcare services by including in the application--

(A) information regarding student demographics;

(B) an assessment of childcare capacity on or near campus;

(C) information regarding the existence of waiting lists for existing childcare;

(D) information regarding additional needs created by concentrations of poverty or by geographic isolation; and

(E) other relevant data;

(4) contain a description of the activities to be assisted, including whether the grant funds will support an existing childcare program or a new childcare program;

(5) identify the resources, including technical expertise and financial support, the institution will draw upon to support the childcare program and the participation of low-income students in the program, such as accessing social services funding, using student activity fees to help pay the costs of childcare, using resources obtained by meeting the needs of parents who are not low-income students, and accessing foundation, corporate or other institutional

support, and demonstrate that the use of the resources will not result in increases in student tuition;

(6) contain an assurance that the institution will meet the childcare needs of low-income students through the provision of services, or through a contract for the provision of services;

(7) describe the extent to which the childcare program will coordinate with the institution's early childhood education curriculum, to the extent the curriculum is available, to meet the needs of the students in the early childhood education program at the institution, and the needs of the parents and children participating in the childcare program assisted under this section;

(8) in the case of an institution seeking assistance for a new childcare program

(A) provide a timeline, covering the period from receipt of the grant through the provision of the childcare services, delineating the specific steps the institution will take to achieve the goal of providing low-income students with childcare services;

(B) specify any measures the institution will take to assist low-income students with childcare during the period before the institution provides childcare services; and

(C) include a plan for identifying resources needed for the childcare services, including space in which to provide childcare services, and technical assistance if necessary;

(9) contain an assurance that any childcare facility assisted under this section will meet the applicable State or local government licensing, certification, approval, or registration requirements; and

(10) contain a plan for any childcare facility assisted under this section to become accredited within 3 years of the date the institution first receives assistance under this section.

(d) PRIORITY - The Secretary shall give priority in awarding grants under this section to institutions of higher education that submit applications describing programs that--

(1) leverage significant local or institutional resources, including in-kind contributions, to support the activities assisted under this section; and

(2) utilize a sliding fee scale for childcare services provided under this section in order to support a high number of low-income parents pursuing postsecondary education at the institution.

(e) REPORTING REQUIREMENTS; CONTINUING ELIGIBILITY-

(1) REPORTING REQUIREMENTS-

(A) REPORTS- Each institution of higher education receiving a grant under this section shall report to the Secretary 18 months, and 36 months, after receiving the first grant payment under this section.

(B) CONTENTS- The report shall include --

(i) data on the population served under this section;

(ii) information on campus and community resources and funding used to help low-income students access childcare services;

(iii) information on progress made toward accreditation of any childcare facility; and

(iv) information on the impact of the grant on the quality, availability, and affordability of campus-based childcare services.

(2) CONTINUING ELIGIBILITY- The Secretary shall make the third annual grant payment under this section to an institution of higher education only if the Secretary determines, on the basis of the 18-month report submitted under paragraph (1), that the institution is making a good faith effort to ensure that low-income students at the institution have access to affordable, quality childcare services.

(f) CONSTRUCTION- No funds provided under this section shall be used for construction, except for minor renovation or repair to meet applicable State or local health or safety requirements.

(g) AUTHORIZATION OF APPROPRIATIONS- There are authorized to be appropriated to carry out this section \$45,000,000 for fiscal year 1999 and such sums as may be necessary for each of the 4 succeeding fiscal years.'.

Executive Order 12372 - Intergovernmental Review

The Education Department General Administrative Regulations (EDGAR), 34 CFR 79, pertaining to intergovernmental review of Federal programs, apply to the program(s) included in this application package.

Immediately upon receipt of this notice, all applicants, other than Federally recognized Indian Tribal Governments, must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should contact, immediately upon receipt of this notice, the Single Point of Contact for each State and follow the procedures established in those States under the Executive Order. A list containing the Single Point of Contact for each State is included in the application package for these programs.

In States that have not established a process or chosen a program for review, State areawide, regional and local entities may submit comments directly to the Department.

Any state process recommendation and other comments submitted by a State Single Point of Contact and any other comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date in the program announcement for Intergovernmental Review to the following address:

The Secretary
E.O. 12372 - CFDA# 84.335
U.S. Department of Education
FB-6, Room 7W301
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Please note that the above address is not the same address as the one to which the applicant submits its completed application. **Do not send applications to the above address.**

On line 2 of the above address, please provide the correct Catalog of Federal Domestic Assistance number (CFDA#) of the program for which a comment or state process recommendation on an application is submitted.

In those States that require review for this program, applications are to be submitted simultaneously to the State Review Process and the U.S. Department of Education.

Proof of mailing for intergovernmental review will be determined on the same basis as applications.

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State Single Point of Contact*

States and Territories:

Arizona

Ms. Janice Dunn
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012
Telephone (602) 280-1315

Arkansas

Tracie L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
P.O. Box 3278
Little Rock, Arkansas 72203
Telephone (501) 682-1074

California

Glenn Stober
Grants Coordinator
Office of Planning & Research
1400 Tenth Street
Sacramento, California 95814
Telephone (916) 323-7480

Colorado

State Single Point of Contact
State Clearinghouse
Division of Local Government
1313 Sherman Street, Room 520
Denver, Colorado 80203
Telephone (303) 866-2156

Connecticut

Mr. William T. Quigg
Intergovernmental Review Coordinator
State Single Point of Contact
Office of Policy and Management
Intergovernmental Policy Division
80 Washington Street
Hartford, Connecticut 06106-4459
Telephone (203) 566-3410

Delaware

Francine Booth
State Single Point of Contact
Executive Department
Thomas Collins Building
Dover, Delaware 19903
Telephone (302) 739-3326

District of Columbia

Rodney T. Hallman
State Single Point of Contact
Office of Grants Mgmt and Development
717 14th Street, N.W.
Suite 500
Washington, D.C. 20005
Telephone (202) 727-6551

Florida

Florida State Clearinghouse
Intergovernmental Affairs Policy Unit
Executive Office of the Governor
Office of Planning and Budgeting
The Capitol
Tallahassee, Florida 32399-0001
Telephone (904) 488-8441

Georgia

Charles H. Badger, Administrator
Georgia State Clearinghouse
254 Washington Street, S.W., Rm 534A
Atlanta, Georgia 30334
Telephone (404) 656-3855

Illinois

Steve Klockenga
State Single Point of Contact
Office of the Governor
107 Stratton Building
Springfield, Illinois 62706
Telephone (217) 782-1671

Indiana

Jean S. Blackwell
Budget Director
State Budget Agency
212 State House
Indianapolis, Indiana 46204
Telephone (317) 232-5610

Iowa

Steven R. McCann
Division for Community Progress
Iowa Department of Economic
Development
200 East Grand Avenue
Des Moines, Iowa 50309
Telephone (515) 281-3725

Kentucky

Ronald W. Cook
Office of the Governor
Department of Local Government
1024 Capitol Center Drive
Frankfort, Kentucky 40601
Telephone (502) 564-2382

Maine

Joyce Benson
State Planning Office
State House Station #38
Augusta, Maine 04333
Telephone (207) 289-3261

Maryland

Mary Abrams
Chief, Maryland State Clearinghouse
Department of State Planning
301 West Preston Street
Baltimore, Maryland 21201
Telephone (301) 225-4490

Massachusetts

Karen Arone
State Clearinghouse
Executive Office of Communities
and Development
100 Cambridge Street, Room 1803
Boston, Massachusetts 02202
Telephone (617) 727-7001

Michigan

Richard S. Pastula, Director
Michigan Department of Commerce
Office of Federal Grants
P.O. Box 30225
Lansing, Michigan 48909
Telephone (517) 373-7356

Mississippi

Cathy Mallette
Clearinghouse Officer
Office of Federal Grant Management
and Reporting
Department of Finance and Administration
301 West Pearl Street
Jackson, Mississippi 39203
Telephone (601) 949-2174

Missouri

Lois Pohl
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
Room 430, Truman Building
Jefferson City, Missouri 65102
Telephone (314) 751-4834

Nevada

Department of Administration
State Clearinghouse
Capitol Complex
Carson City, Nevada 89710
Attn: Ron Sparks
Clearinghouse Coordinator
Telephone (702) 687-4065

New Hampshire

Jeffery H. Taylor
Director, New Hampshire Office of
State Planning
Attn: Intergovernmental Review Process
James E. Bieber
2 1/2 Beacon Street
Concord, New Hampshire 03301
Telephone (603) 271-2155

New Jersey

Gregory W. Adkins, Acting Director
Division of Community Resources
New Jersey Department of Community
Affairs

Please direct all correspondence and questions about intergovernmental review to:

Andrew J. Jaskolka
State Review Process
Division of Community Resources
CN 814, Room 609
Trenton, New Jersey 08625-0814
Telephone (609) 292-9025

New Mexico

George Elliott
Deputy Director
State Budget Division
Rm. 190, Bataan Memorial Building
Santa Fe, New Mexico 87503
Telephone (505) 827-3640

New York

New York State Clearinghouse
Division of the Budget
State Capitol
Albany, New York 12224
Telephone (518) 474-1605

North Carolina

Mrs. Chrys Baggett, Director
Office of the Secretary of Admin.
N.C. State Clearinghouse
116 West Jones Street
Raleigh, North Carolina 27603-8003
Telephone (919) 733-7232

North Dakota

North Dakota Single Point of Contact
Office of Intergovernmental Assistance
Office of Management and Budget
600 East Boulevard Avenue
Bismarck, North Dakota 58505-0170
Telephone (701) 224-2094

Ohio

Larry Weaver
State Single Point of Contact
State/Federal Funds Coordinator
State Clearinghouse
Office of Budget and Management
30 East Broad Street, 34th Floor
Columbus, Ohio 43266-0411
Telephone (614) 466-0698

Rhode Island

Daniel W. Varin
Associate Director
Statewide Planning Program
Department of Administration
Division of Planning
265 Melrose Street
Providence, Rhode Island 02907
Telephone (401) 277-2656

Please direct correspondence and questions to:

Review Coordinator
Office of Strategic Planning

South Carolina

Omeagia Burgess
State Single Point of Contact
Grant Services
Office of the Governor
1205 Pendleton Street
Room 477
Columbia, South Carolina 29201
Telephone (803) 734-0494

South Dakota

Susan Comer
State Clearinghouse Coordinator
Office of the Governor
500 East Capitol
Pierre, South Dakota 57501
Telephone (605) 773-3212

Tennessee

Charles Brown
State Single Point of Contact
State Planning Office
500 Charlotte Avenue
309 John Sevier Building
Nashville, Tennessee 37219
Telephone (615) 741-1676

Texas

Tom Adams
Governor, Office of Budget and Planning
P.O. Box 12428
Austin, Texas 78711
Telephone (512) 463-1778

Utah

Utah State Clearinghouse
Office of Planning and Budget
Attn: Carolyn Wright
Room 116 State Capitol
Salt Lake City, Utah 84114
Telephone (801) 538-1535

Vermont

Bernard D. Johnson
Assistant Director
Office of Policy Research and
Coordination
Pavilion Office Building
109 State Street
Montpelier, Vermont 05602
Telephone (802) 828-3326

West Virginia

Fred Cutlip, Director
Community Development Division
West Virginia Development Office
Building #6, Room 553
Charleston, West Virginia 25305
Telephone (304) 348-4010

Wisconsin

William C. Carey
Federal/State Relations Office
Wisconsin Department of Administration
101 South Webster Street
P.O. Box 7864
Madison, Wisconsin 53707

Please direct correspondence and questions to:

William C. Carey, Section Chief
Federal/State Relations Office
Wisconsin Department of Administration
Telephone (608) 266-0267

Wyoming

Sheryl Jeffries
State Single Point of Contact
Herschler Building
4th Floor, East Wing
Cheyenne, Wyoming 82002

Guam

Michael J. Reidy, Director
Bureau of Budget and Management
Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910
Telephone (671) 472-2285

Puerto Rico

Norma Burgos/Jose E. Caro
Chairman/Director
Puerto Rico Planning Board
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-9985
Telephone (809) 727-4444

Northern Mariana Islands

State Single Point of Contact
Planning and Budget Office
Office of the Governor
Saipan, CM
Northern Mariana Islands 96950

Virgin Islands

Jose George
Director, Office of Management
and Budget
#41 Norregade Emancipation Garden
Station Second Floor
Saint Thomas, Virgin Islands 00802

Please direct correspondence to:

Linda Clarke
Telephone (809) 774-0750

* In accordance with Executive Order #12372, "Intergovernmental Review Process," this listing represents the designated State Single Points of Contact. Upon request, a background document explaining the Executive Order is available. The Office of Management and Budget point of contact for updating this listing is Donna Rivelli (202) 395-5090. The States not listed no longer participate in the process. These include: Alabama; Alaska; Kansas; Idaho; Louisiana; Minnesota; Montana; Nebraska; Oklahoma; Pennsylvania; Virginia; Washington; and Hawaii. This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to the Office of Management and Budget and the State in question. Changes to the list will be made only upon formal notification by the State.

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